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Bulletin Number 16681BR
Type of Recruitment Open Competitive Job Opportunity
Department Human Resources Countywide Exams
Position Title ACCOUNTING TECHNICIAN II
Exam Number R0643I
Filing Type Open Continuous
Filing Start Date 03/04/2013
Filing End Date 03/06/2013
Filing End Time 5:00 pm PST
Salary Type Monthly
Salary Minimum 2998.82
Salary Maximum 3919.73
Position/Program Information Under general supervision, supervises and performs paraprofessional accounting work in preparing, processing, reconciling and maintaining fiscal records requiring a substantive knowledge of County and general accounting procedures.

Positions allocable to this class typically work under the general supervision of an Accountant or may report to an administrative supervisor or manager. Incumbents supervise accounting technical and clerical personnel and personally perform the more complex technical work in a County department with a well established accounting system with minimal technical supervision.

Essential Job Functions

- Performs duties in a segment of an accounting or related area including general accounting, expenditures and accounts payable, revenue and accounts receivable, cost and fund accounting, budgetary support, accounting systems, auditing, accounting cycle, capital asset, and statement and report preparation.
- Supervises and participates in the work of an accounting unit composed of accounting technical and clerical personnel involved in the day-to-day operation of an accounting system which encompasses the full cycle of accounting activities ranging from establishing the accounting and subsidiary records, reconciling the ledgers, preparing adjustments and closing entries and preparing reports.
- Serves as technical specialist in a central accounting agency with a narrow range of highly technical responsibilities such as those involving the control of major Countywide groupings of County funds, budget controlling accounts or revenue accounts, the consolidation of the simpler County-wide reports, or the preparation of a variety of specialized, mandatory accounting reports within established content and format.
- Classifies and records a variety of accounting transactions which may require the interpretation of County guidelines and policy and may involve processing encumbrances, cost account assignment, reviewing and approving invoices for vendor payments, preparing invoices for services rendered, processing employee expense claims for reimbursements, cash receipts and reimbursing revolving funds.

- Apportions expenditures, revenues, deferred revenues/advances of funds, and the collection of accounts receivable within the appropriate accounting period; determines the amount and distribution of accrued revenues and expenses and depreciation of assets.
- Reviews trial balances of accounts and reconciles to the Auditor-Controller's Countywide Accounting and Purchasing System (eCAPS) and subsidiary ledgers and trust funds; provides explanations for reconciling items.
- Prepares journal vouchers, internal vouchers, cash receipts and other accounting documents for the purposes of making adjusting entries and for allocation of revenues and expenditures.
- Prepares routine statistical, cost, and operating reports, statements of financial condition, budget compilations, and routine final accountings of revenue and expenditures for construction and other projects.
- Makes complex cost distributions, apportions indirect costs to cost centers, and determines overhead rates in accordance with established bases and techniques.
- Performs technical accounting work such as posting to ledgers, journals and registers; coding documents; preparing deposits; and reconciling differences incidental to performing technical accounting assignments.
- Supervises a unit of technical specialists engaged in examining estate accounting records for completeness, accuracy, and propriety; prepares interim and final accounting reports of estate financial condition for use as a basis in probate proceedings and the distribution of estate assets pursuant to probate decrees.
- Prepares claims for reimbursement of expenditures for large scale categorical aid programs involving complex claiming procedures.
- Routinely accesses and utilizes a personal computer using established applications including word processing, spreadsheets, eCAPS and accounting applications software.

Requirements**MINIMUM REQUIREMENTS:**

Completion of 12 semester or 18 quarter units of accounting including a course in advanced accounting, cost accounting, governmental accounting, auditing or accounting information systems in an *accredited college or university. Lower Division accounting classes may be taken at a two-year community college if the units are transferable to a four-year college or university **-AND-** One year of technical accounting experience at the level of Accounting Technician I** -or- Two years of accounting clerical experience.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

**Experience at the level of Los Angeles County's class of Accounting Technician I is defined as under general supervision, performs paraprofessional accounting work in preparing, processing, reconciling, and maintaining fiscal records requiring a substantive knowledge of County and general accounting procedures.

**Accreditation
Information**

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American

Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for courses and/or degree completed in an accredited* college in the field of Accounting, copies of official transcripts/degree MUST be attached to the application before the promulgation of the list. If you are unable to attach required transcripts, you must fax them to (213) 380-3681. Please include the exam number and title. Failure to submit the transcripts will result in your application being rejected.

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Office Practices and Procedures
- Customer Service
- Achievement and Orientation
- Dependability
- Customer Service Potential
- Customer Focus
- Conscientiousness, and
- Retention

NOTE: Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part (s) automatically transferred to this examination.

Applicants who are also concurrently applying for Accounting Technician I, R0642H, will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the eligible register.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:
<http://hr.lacounty.gov>
Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized portion of the test by going to the following website:

http://www.shldirect.com/practice_tests.html

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur

**Eligibility
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift

Day

**Application and
Filing
Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE (via electronic submission) ONLY**. Facsimile and hard copy applications will not be accepted.

Applicants must upload transcripts as attachments showing the required courses completed and degree conferred (if any) anytime during the exam process. If you are unable to attach required documents, you must fax them to (213) 380-3681.

We must receive your application by 5:00 pm, PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application on-line using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair

Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Finance and Accounting
Job Type	Professional

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